

SECRET

6 December 1955

MEMORANDUM FOR: Director of Administration

SUBJECT : Security Personnel (Increase in Staff)

1. In accord with the request of the Project Personnel Officer, I have outlined below the general Security Personnel requirements currently in existence which have been generated by Project AQUATONE. To date these have been accomplished by Security Office personnel, primarily within the Security Office Table of Organization:

- a. The responsibilities handled by the Deputy Chief, Security Support Division, were assumed by the undersigned (assigned to the Project Staff and T/O.)
- 25X1A b. The duties formerly performed by the undersigned were assumed by [redacted] (assigned to the Project Staff.) 25X1A
- c. This leaves the work formerly performed by [redacted] unattended within the Security Office. Currently we are considering assignment of a new individual to these duties who is now on the Security Office T/O. At any rate, it is necessary that a replacement be obtained.
- d. The Security Office is now developing a much needed CI/CE program. To successfully fulfill this responsibility, it is necessary that at least one man devote his entire time to supervision and expansion of this function. Under the present T/O relationship this person would have to come from the Security Office.
- 25X1A e. Currently, [redacted] is handling documentation, briefing, and several other liaison responsibilities - including complete responsibility for Eastman Kodak. He is assigned to the Security Office T/O.
- f. The present bulk of case officer or supervisory type of activity related to support cases within the Security Office, generated by Project AQUATONE, are handled by a supervisor who is on the Security Office T/O. [redacted]

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g. It is also highly desirable to obtain an additional individual for general security support duties, i.e. provide for certain administrative functions, such as administration of the security recruitment program, personnel processing, and training courses. It is contemplated that such an individual would also work within the Project Staff Headquarters, assisting the Project Security Officer [redacted]

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2. The above generally outlines areas of responsibility which are directly related to Project AQUATONE and do not fall into the general Security Office area of responsibility. The proposed expansion of Project Security personnel to encompass the above functions would require slots for an additional GS-13, four GS-12's, and a GS-11. In addition, it is the opinion of the undersigned that it would be highly desirable and, in fact, it is necessary that we have an additional GS-5 stenographer in order that we might successfully accomplish related administrative duties.

3. The above proposed expansion of Project Security personnel is not a duplication of any request made by the Security Office to the Deputy Director of Support for personnel to handle a vast increase in the normal work load of the Security Office. As you know, in the twelve month history of Project AQUATONE it has generated about 2,000 covert security clearance requirements and other extensive Staff clearance reviews which were not contemplated during prior office planning. In addition, other areas of concern have increased the usual work of the Security Office. However, the office request has been made narrow in its scope and is designed to cover only the exact personnel required to process normal work functions of the Security Office and not to handle the administrative duties related to the activities of this Project. For instance, the responsibilities outlined above do not in any way consider the vast amount of time devoted to investigations and clearances of Project personnel.

4. I will endeavor to keep you advised of the nature of any other personnel requests made by the Security Office to the DD/S.

[redacted]
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Project Security Officer

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cc: Project Personnel Officer